

Archived Information

Interim Evaluation of the Regional Educational Laboratories

Individual Evaluation Plan for the Appalachia Educational Laboratory March 22, 1999

The purpose of this document is to describe the plans to implement the Interim Evaluation of the Regional Educational Laboratories at the Appalachia Educational Laboratory (AEL). This plan contains the most up-to-date information on the schedule of activities to implement the evaluation at this Laboratory, the current panel members, and the proposed data sources. The data sources are based on information obtained from AEL's nominated signature works, their inventory of products and services, and the other data items needed to examine overall Laboratory operations.

A. Schedule of Activities for AEL Evaluation

Activity	Proposed Date
Approval of Individual Evaluation Plan by PES	03/11/99
Receipt of advance materials from AEL	03/19/99
Distribution of advance materials to panel members	03/22/99
Training Session #3, including AEL presentation	03/29/99
On-site panel visit	04/12/99 – 04/16/99
Individual evaluation reports submitted to DIR	04/16/99
Synthesis report submitted to DIR by panel chair	04/23/99
Review of synthesis report by panel members	04/26/99 – 04/30/99
Final synthesis report submitted to DIR by panel chair	05/07/99
Synthesis and individual reports sent to AEL and ED	05/10/99
AEL response to evaluation report submitted to DIR	05/24/99
DIR submission of AEL Interim Evaluation Reports (including individual reports, synthesis report, and Lab response) to ED	05/28/99

B. Current Participants in AEL Evaluation

The following persons are assigned to serve as members of the AEL review panel:

John Brickell
Kerry Davidson
Nancy Karweit
David Leo-Nyquist (chair)
H. Wesley Smith

C. Data Sources to be used in the AEL Evaluation

The Evaluation Framework approved by ED contains associated evaluation questions and indicators to guide the conduct of the Interim Evaluation and reporting of results. The specific data sources to be used for the evaluation of the AEL have been developed after receiving input from the Laboratory and the OERI Program Officer and PES regarding the nominated Signature Works and the AEL Inventory of Products and Services.

The remainder of this section identifies the specific data items to be reviewed or data collection activities included in the AEL individualized evaluation plan. Most of the publications and other hard-copy materials specified as data sources are to be provided to the peer reviewers as part of their advance materials. Peer reviewers with Internet access will also be able to examine the AEL's web-site before arriving on the site visit.

The following data sources are grouped by whether they are: (1) associated with a Signature Work; (2) additional items selected from the Inventory that are not part of the selected Signature Works; or (3) materials to be reviewed in conjunction with overall Laboratory operations. Summary descriptions of the two selected Signature Works, as described by AEL, are attached to this document.

Signature Work 1: Quest for Quality Learning Communities

This Signature Work was selected for its close parallel in purpose to the AEL's Labwide mission. Additionally, Quest involves continuous school improvement, provides long-term assistance to schools, and entails cooperation among schools and Labs. For this Signature Work, the peer reviewers will focus on multiple aspects of the program.

Specific publications and materials related to this Signature Work have been selected from the AEL Inventory of Products and Services and/or are identified by the Labs as appropriate data sources within the nomination of Signature Works. The list of proposed items for advance review by the panelists includes:

- *Quest Framework (#45)*
- *Quest Cooperative Agreement (#61)*
- *Quest Creed (#60)*
- *School Planning Form (planning guide for Quest schools)*
- *Evaluation Reports*
 - *Evaluation of Scholars' Colloquium, July 1998 (#105)*
 - *Evaluation of Quest High School and Elementary School Rally, Nov. 98 (#109)*
- *Research Reports*
 - *A Study of Teacher Efficacy and Professional Learning Community in Quest Schools*
 - *Field Test of an Instrument Measuring the Concept of Professional Learning Communities in Schools*

- *Presentations related to Quest*
 - *NSDC Annual conference presentation on Participative Assessment w/ workbook (#83) Premises and Purposes of Evaluation: Making Meaning or Judgements?*
- *Specific Products and Services*
 - *Data in a Day at Alexander Elementary School [article w/instruments](#56)*
 - *Selected Quest Logs (1, 2, 3) [short papers] (#50)*
 - *Connecting People for Continuous School Improvement (#54)*
 - *Co-Venture Notebook (#63)*
 - *Co-Venture Reports (2 - selected) (#64)*
- *Quest Web site access (#88)*
- *SEDL publication "ISSUES" citing AEL work*

Other materials that AEL should provide regarding Signature Work 1 for advance review by the panel include:

- Excerpts pertaining to Signature Work 1 in AEL contractual documents (including AEL 1995 Technical Proposal, response to questions, technical proposal – supplemental scope of work, quarterly reports, contract modifications Updated Annual Plans, Crosswalk)
- Initial project plans (LUSIE evaluation report; 1998 Updated Annual Plan)
- Deliverable List for Signature Work 1
- Selected Board minutes referencing Signature Work 1
- Design documents for Signature Work 1 (see Crosswalk in FY 1998 Updated Annual Plan; Quest staff retreat agenda and notes)
- Documentation of needs assessment related to Signature Work 1, including minutes and agenda of Quest advisory group, evidence of revisions based on customer needs, and other sources identifying need
- Documentation of revisions of materials resulting from pilot testing and customer feedback (LUSIE evaluation report and subsequent QUEST plan in Crosswalk FY 1998 Updated Annual Plan) and evaluations of pilot sessions for training, symposiums, conferences, rallies, workshops and institutes (e.g., Interview Evaluation of Leadership to Verify School Improvement Efforts)
- Documentation of review of products by peer review and outside expert (panels) as part of QA processes (e.g., Evaluation of Quest Symposium)
- Selected drafts of rubrics, publications, and training materials to demonstrate examples of QA processes (e.g., Data in a Day)
- Description of the Quest site selection criteria and process
- List of contracts, institutes, and on-going partner sites/groups for Signature Work 1 (including contact information) in addition to that of observation sites
- Lists of Quest schools, team members and Quest Scholars (e.g., QUEST Directory #75) participating in the continuous school improvement process (with contact information)
- Current research on technical characteristics of the continuous school improvement process being utilized

- Representative qualitative report regarding the Quest program
 - *Evaluation of Scholars Colloquium*
 - *Evaluation of Quest Symposium*
- Summary of multiple participant feedback groups (see above, plus *Evaluation of Quest High School and Elementary School Rally*)
- Utilization statistics, including materials disseminated, materials requested, web-site counts, product sales
- List of training materials
- List of publications in journals, etc. of materials related to Signature Work 1
- List of presentations made related to Signature Work 1, including staff member name and audience

On-site activities for evaluation of Signature Work 1 may include interviews with:

- REL project staff involved with Signature Work 1
- Partners in R&D sites
- Quest advisory group (Quest Scholars)
- Users in implementation sites (e.g., Atenville Elementary)
- OERI Program Officer

On-site observations of selected activities may also be included, specifically:

- Website demonstration of additional project links and resources
- Implementation site visit

Signature Work 2 — Implementation of the Kentucky Education Reform (KERA)

Because the Laboratory has been involved in a qualitative study of the Implementation of the Kentucky Education Reform Act of 1990 for many years, we asked Laboratory staff to ensure that they were providing products and reports to the peer reviewers that reflected work conducted in the current contract period. Specific publications and materials related to this Signature Work have been selected from the AEL Inventory of Products and Services and from the data sources as listed in the nomination of Signature Works form. The list of proposed items for advance review by the panelists includes:

- *KERA Baseline Study (as background)*
- *Annual Project Reports (1997) (# 270)*
- *Notes from the Field*
 - *Vol. 5, No. 1 (Feb, 1996) Five Years of Education Reform in Rural Kentucky (#272)*
 - *Vol. 6, No. 1 (September 1998) Evolution of the Primary Program in Six Kentucky Schools (#273)*
- *Selected paper presentations, publications and panel discussions*
 - *Kentucky education reform after six years: Positive results, critical issues (1997)*

- *Chapter in B.L. Whitford and K. Jones (Eds.) Accountability, Assessment, and Teacher Commitment: Lessons from the Kentucky Reform Effort “Teacher Responses to Rewards and Sanctions: Kentucky’s High Stakes Accountability Program”*
- *Issue Group on Teaching and Learning subcommittee of Kentucky Governor Task Force on Public Education, Kentucky General Assembly (April 1997)*
- *Ohio Valley Educational Cooperative Summer Leadership Conference (July 1998)*
- *Policy Seminar: Briefing for state policymakers on findings of KERA study (#168)*
- *Journal of Research in Education paper: Mandated Achievement in Kentucky; Contrasting Responses (1999) (#274)*
- *Educational Evaluation and Policy Analysis paper: Implementation of Kentucky’s non-graded primary program in 6 rural schools (#275)*

Other materials that AEL should provide regarding Signature Work 2 for advance review by the panel includes:

- Narrative on function of KERA peer review panels and District Administrators, including listing, affiliation and contact information
- References to Signature Work 2 in AEL contractual documents, including Technical Proposal, response to questions, initial project plans, contract modifications, quarterly reports, and Updated Annual Plans
- Deliverable List for Signature Work 2
- Listing of publications and presentations related to Signature Work 2 including staff member name, audience, and venue
- Listing of evaluation reports related to Signature Work 2, including 1 evaluation report on KERA implementation (latest Updated Annual Plan)
- Endorsement document (95-96) with quotes from Kentucky decision makers; summaries of user feedback (e.g., *Documenting Change: AEL Plays Vital Role in Kentucky*)
- Requests for additional copies of “notes” and papers related to KERA
- Plans for Impact survey for KERA
- Representative set of Field Notes for KERA
- Listing of periodic meetings with Kentucky policy makers (with contact information and affiliation)
- Representative notes on periodic meetings with Kentucky policy makers (with listing and affiliation of participants)
- Design documents for Signature Work 2
- Evidence of agreements and contracts with other entities for support of pilot testing and implementation of KERA at observational sites (including contact information)
- Representative minutes/notes from peer review panel meetings
- Documentation of needs assessment related to Signature Work 2, including minutes and agenda of advisory group (peer review panel), evidence of revisions based on customer needs, and other sources identifying need for KERA

- Documentation of review of products process by peer review, advisory councils, and outside expert panels as part of QA processes with supporting examples
- Drafts of publications, and/or training materials to demonstrate examples of QA processes
- List of study districts with contact information (available on site, as needed)

On-site data collection activities in relation to Signature Work 2 may include interviews with:

- REL project staff involved with Signature Work 2
- Partners/District administrators in R&D study sites
- Peer Review Panel
- Key education state decision makers
- Users in study district sites
- OERI Program Officer

Additional Items Selected from the Inventory of Products and Services

In addition to the Signature Works data sources, additional materials will be provided in advance to the peer reviewers. The following materials have been selected from the AEL Inventory to provide additional breadth to the evaluation:

- Latest issue of *The Link* (#133)
- *Hot topic* article collection (*Information Search Package: Technology in Education; Dec. 1997*)
- *Formative Evaluation Training Manual* (#195)
- *Indicators of Successful School Writing Programs in Kentucky: Preliminary Findings* (#16)
- *Policy Briefs: The Telecommunications Act of 1996: A Guide for Educators* (#151)
- *Policy Issue Packet: Supporting Teachers in School Reform* [compilation of research] (#158)
- *Vision 20/20 Survey Analysis Process* (#160)
- *Comprehensive School Reform Demonstration Program in AEL's region as of July 8, 1998: A Briefing Paper*
- *Tennessee CSRD Rubric* (#188) with one set of awareness workshop slides and notes
- *Family Connections Parent Notebook (and video - available on-site)* (#231)
- *ITI Institute: Dissolving Boundaries: Integrating Standards, Curriculum, and Assessment* (#237)
- *Leading Cross Laboratory Support to Rural Education* (#244) and associated pieces, including description and plan in Annual Plan
- *AEL in Partnership with Hancock County School System and Community* (#248)
- *Hancock County Strategic Planning Process* (#249)
- *Community Engagement for Academic Achievement in Rural Schools* (#257)

Materials for Overall Laboratory Operations

Other materials will be collected and provided to the peer reviewers so that they can examine the overall operations of AEL. The following materials will be provided to the peer reviewers in advance of the site visit:

- Original RFP (“Scope of Work” was provided to panelists in Training Manual)
- AEL Technical Proposal and response to technical questions
- Contract modifications
- Quarterly reports (12)
- Supplemental Scope of Work
- Annual plans and updates
- Summary of REL funding, by source
- Organizational chart
- Staff listing with credentials and assignments
- Board roster and affiliations, Charter and By-laws
- Selected Board meeting agenda and minutes (January 23-25, 1998)
- *1997 External Evaluation of the Appalachia Educational Laboratory*
- Customer Satisfaction Survey Results (e.g., *The Nature and Access of Information About Educational Issues Four State Region: Virginia, Kentucky, Tennessee, and West Virginia*; and above evaluation)
- QA System, procedures documentation (including review checklist – Web product, R & D Process, Scale of Testing of Curriculum Products)
- Needs assessment procedures documentation (excerpts from AEL Technical Proposal; excerpt from FY 97 Updated Annual Plan; excerpt from FY 98 Updated Annual Plan; excerpt from 1997 Educational Issues Forum results)
- Customer feedback procedures documentation (*Illustration – Link Survey Form*)
- List of staff presentations at relevant regional and national meetings
- List of staff publications in external venues
- Inventory of products and services from the current contract period (provided in peer reviewer Briefing Booklet prepared by DIR)
- Relevant reports by OERI staff
- Utilization statistics (information requests, web site hits, materials dissemination)

On-site interviews regarding overall AEL operations will be conducted and should include:

- Staff interviews
- Board interviews or focus groups
- OERI Program Officer interview